

**REAL ESTATE EXAMINING BOARD  
MEETING MINUTES  
OCTOBER 19, 2017**

**PRESENT:** Jerry Lyons, Dennis Pierce, Thomas Richie, Robert Webster

**EXCUSED:** Richard Marino

**STAFF:** Erin Karow, Executive Director; Laura Smith, Bureau Assistant; and other Department Staff

**CALL TO ORDER**

Robert Webster, Chairperson, called the meeting to order at 10:00 a.m. A quorum of four (4) members was confirmed.

**ADOPTION OF AGENDA**

**Amendments to the Agenda:**

- *Remove from Roster: Kitty Jedwabny, Real Estate Sales/Broker Member*

**MOTION:** Dennis Pierce moved, seconded by Thomas Richie, to adopt the agenda as amended. Motion carried unanimously.

**APPROVAL OF THE MINUTES OF AUGUST 17, 2017**

**MOTION:** Jerry Lyons moved, seconded by Thomas Richie, to approve the minutes of August 17, 2017 as published. Motion carried unanimously.

**ADMINISTRATIVE MATTERS**

**Board Member Recognition and Introductions**

**MOTION:** Robert Webster moved, seconded by Dennis Pierce, to thank Kitty Jedwabny for her service to the Real Estate Examining Board. Motion carried unanimously.

**MOTION:** Robert Webster moved, seconded by Jerry Lyons, to welcome Robert Larson to the Board. Motion carried unanimously.

**LEGISLATIVE AND ADMINISTRATIVE RULE MATTERS**

**Scope Statement on REEB 24.17 Relating to Violation of Board Orders**

**MOTION:** Jerry Lyons moved, seconded by Thomas Richie, to approve the Scope Statement on REEB 24.17 violation of Board orders for submission to the Department of Administration and publication, and to authorize the Chair to approve the scope for implementation no less than 10 days after publication. Motion carried unanimously.

**REAL ESTATE CONTRACTUAL FORMS ADVISORY COUNCIL UPDATE**

**MOTION:** Dennis Pierce moved, seconded by Thomas Richie, to designate the Chair to approve the final versions of the WB-2 Farm Listing Contract, WB-3 Vacant Land Listing Contract, WB-4 Residential Condominium Listing Contract, WB-5 Commercial Listing Contract, WB-6 Business Listing Contract, and WB-37 Residential Listing Contract forms as recommended and presented at today's meeting. Motion carried unanimously.

**MOTION:** Jerry Lyons moved, seconded by Thomas Richie, to eliminate the WB- 8 Time Share Listing Contract. Motion carried unanimously.

### **CLOSED SESSION**

**MOTION:** Thomas Richie moved, seconded by Jerry Lyons, to convene to closed session to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85 (1)(b), and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.). The Chair read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Jerry Lyons-yes; Dennis Pierce-yes; Thomas Richie-yes; Robert Webster-yes. Motion carried unanimously.

The Board convened into Closed Session at 11:24 a.m.

### **RECONVENE TO OPEN SESSION**

**MOTION:** Robert Webster moved, seconded by Jerry Lyons, to reconvene into open session. Motion carried unanimously.

The meeting reconvened into Open Session at 12:31 a.m.

### **VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION, IF VOTING IS APPROPRIATE**

**MOTION:** Jerry Lyons moved, seconded by Thomas Richie, to affirm all votes made in Closed Session. Motion carried unanimously.

*(Be advised that any recusals or abstentions reflected in the closed session motions stand for the purposes of the affirmation vote.)*

### **DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC) MATTERS**

#### **Administrative Warning(s)**

#### ***16 REB 087 – (M.L.)***

**MOTION:** Thomas Richie moved, seconded by Dennis Pierce, to issue an Administrative Warning in the matter of DLSC case number 16 REB 087. Motion carried unanimously.

**Proposed Stipulations, Final Decisions and Orders*****17 REB 017 – Donald E. Knutson***

**MOTION:** Jerry Lyons moved, seconded by Thomas Richie, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Donald E. Knutson, DLSC case number 17 REB 017. Motion carried unanimously.

**MONITORING*****Gabriel Albrecht – Requesting Full Licensure***

**MOTION:** Jerry Lyons moved, seconded by Dennis Pierce, to grant the request of Gabriel Albrecht for full licensure. Motion carried unanimously.

***Eulonda Martin – Requesting Full Licensure***

**MOTION:** Robert Webster moved, seconded by Dennis Pierce, to retroactively approve Debbie Gritt as applicant's supervising Broker, and to deny the request of Eulonda Martin for full licensure. **Reason for Denial:** Failure to demonstrate continuous, successful compliance with the Order (lack of reports). Applicant needs to submit two additional, on-time, satisfactory quarterly self-reports, employer-reports, and AA/NA logs. Motion carried unanimously.

***Travis Schinke – Requesting Full Licensure***

**MOTION:** Robert Webster moved, seconded by Jerry Lyons, to table the request of Travis Schinke for full licensure and to request additional information. Motion carried unanimously.

**ADJOURNMENT**

**MOTION:** Robert Webster moved, seconded by Jerry Lyons, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 12:34 a.m.